

**Functional Expert Consultant, Level I**

Education: PhD degree in a scientific, engineering or other technical field

Specialized Experience: This position requires at least 6 years of experience in the appropriate area.

Duties: Provides task unique functional expertise necessary to interpret requirements, ensure responsiveness and achieve successful performance. May include subject matter and unique technical knowledge. Assists scientific, engineering, or other technical staff with the analysis, evaluation and implementation of systems and other scientific, engineering, or other technical tasks. This category may be used to employ experts for the evaluation and selection of concept papers, full applications, unsolicited proposals, and other submissions. Note: This labor category may only be used in support of scientific, engineering, or other technical work.

**Functional Expert Consultant, Level II**

Education: PhD degree in a scientific, engineering or other technical field

Specialized Experience: This position requires at least 8 years of experience in the appropriate area.

Duties: Provides task unique functional expertise necessary to interpret requirements, ensure responsiveness and achieve successful performance. May include subject matter and unique technical knowledge. Assists scientific, engineering, or other technical staff with the analysis, evaluation and implementation of systems and other scientific, engineering, or other technical tasks. This category may be used to employ experts for the evaluation and selection of concept papers, full applications, unsolicited proposals, and other submissions. Note: This labor category may only be used in support of scientific, engineering, or other technical work.

**Functional Expert Consultant, Level III**

Education: PhD degree in a scientific, engineering or other technical field

Specialized Experience: This position requires at least 10 years of experience in the appropriate area.

Duties: Provides task unique functional expertise necessary to interpret requirements, ensure responsiveness and achieve successful performance. May include subject matter and unique technical knowledge. Assists scientific, engineering, or other technical staff with the analysis, evaluation and implementation of systems and other scientific, engineering, or other technical tasks. This category may be used to employ experts for

## Position Descriptions and Qualifications

the evaluation and selection of concept papers, full applications, unsolicited proposals, and other submissions. Note: This labor category may only be used in support of scientific, engineering, or other technical work.

**Project Manager – Financial, Professional, and Administrative Services**

Education: M.B.A. or and/or M.S. and/or M.A. degree in a scientific, engineering or other technical field

General Experience: At least 7 years of experience in managing complex financial, professional, and administrative efforts.

Specialized Experience: At least 7 years of direct experience in financial, professional, and administrative activities involved in life-cycle management support of complex systems. Must be capable of leading projects that involve the successful management of teams composed of financial, professional, and administrative professionals who have been involved in analyzing, designing, developing, integrating, training, testing, documenting, implementing, and maintaining complex systems. At least 7 years of specialized management analysis experience in areas such as business process reengineering, configuration management, quality control/assurance, organizational performance assessments, mission analysis, and strategic planning.

Duties: Performs day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs, and coordinates the planning and production of all contract support activities. Demonstrates written and oral communication skills. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities. Applies applicable management analysis processes, modeling and simulation tools, and technical techniques to provide the services required. Employs process improvement and reengineering methodologies and principles to conduct process modernization projects. Provides group facilitation, interviewing, training, and additional forms of knowledge transfer. Serves as key coordinator among multiple project teams to ensure enterprise-wide integration of management efforts. Provides daily supervision and direction to personnel performing management analysis tasking.

**Senior Management Analyst**

Education: B.S. or B.A. degree.

General Experience: At least 7 years of experience performing management analysis.

Specialized Experience: At least 7 years of specialized management analysis experience in areas such as business process reengineering, configuration management, quality control/assurance, organizational performance assessments, mission analysis, and strategic planning.

Duties: Applies appropriate management analysis processes, modeling and simulation tools, and technical techniques to provide the services required. Employs process improvement and reengineering methodologies and principles to conducting process modernization projects. Provides group facilitation, interviewing, training, and additional forms of knowledge transfer. Coordinates multiple project teams to ensure enterprise wide integration of management efforts. Provides daily supervision and direction to personnel performing management analysis tasking.

#### **Management Analyst**

Education: B.A. or B.S. degree.

General Experience: At least 4 years of experience performing management analysis

Specialized Experience: At least 4 years of specialized management analysis experience in areas such as business process reengineering, configuration management, quality control/assurance, organizational performance assessments, mission analysis, and strategic planning.

Duties: Applies appropriate management analysis processes, modeling and simulation tools, and technical techniques to provide the services required. Employs process improvement and reengineering methodologies and principles to conducting process modernization projects. Provides group facilitation, interviewing, training, and additional forms of knowledge transfer. Coordinates a project team to ensure enterprise wide integration of management efforts.

#### **Senior Financial Analyst**

Education: M.A. or M.S. degree and Certified Public Accountant license

General Experience: At least 8 years of financial analysis or management experience.

Specialized Experience: At least 8 years of experience in financial analysis or management with demonstrated ability in cost analysis and analyzing, designing, and developing automated applications for unique business practices.

Duties: Provides the full range of financial functions for major system development

## Position Descriptions and Qualifications

including should-cost and projected cost analysis and trade studies related to cost trade-off options. Defines established financial business practices for integration into the client's financial business system. Identifies potential problems and recommended solutions through analysis. Works with functional specialists, automation specialists, contractors, vendors, and clients to effectively translate the client's requirements into an automated application. Acts as a focal point for coordinating all disciplines in the recommended solution. Applies state-of-the-art tools and processes to effectively automate financial applications in the most effective manner while adhering to the established accounting principles and practices. Input, update, and track financial and project-related information and documents in DOE systems, including STRIPES, STARS, VIPERS/VIAS, IDW, iPortal, iManage, and iBudget. Compile data in response to requests from Congress, the Office of the Inspector General, Government Accountability Office, Office of Budget or other sources.

**Junior Financial Analyst**

Education: B.A. or B.S. degree and Certified Public Accountant license

General Experience: At least 4 years of financial analysis or management experience.

Specialized Experience: At least 4 years of experience in financial analysis or management with demonstrated ability in cost analysis and analyzing, designing, and developing automated applications for unique business practices.

Duties: Supports the conduct of should-cost and projected cost analysis and trade studies related to cost trade-off options. Assists in defining established financial business practices for integration into the client's financial business system and in identifying potential problems and recommended solutions through analysis. Input, update, and track financial and project-related information and documents in DOE systems, including STRIPES, STARS, VIPERS/VIAS, IDW, iPortal, iManage, and iBudget. Compile data in response to requests from Congress, the Office of the Inspector General, Government Accountability Office, Office of Budget or other sources.

**Senior Office Assistant**

Education: B.A. and/or B.S. degree.

Specialized Experience: This position requires at least 6 years in office administration and secretarial work, preferably involving the management of financial, contractual and personnel records.

Duties: Type from copy or rough draft; uses word processing programs to produce text and uncomplicated graphics; types envelopes, mailing labels and forms as needed;

enters data into established and simple spreadsheets; reviews material prepared for supervisor's approval for mathematical accuracy and proper spelling; operates office machinery such as FAX machine, copier, calculator, telephone system, typewriter and word processor; runs errands as needed, may maintain departmental security practices and procedures; sorts and files non-technical material that is partly classified or which is easily classified by simple subheadings or finer subheadings; as requested, locates clearly identified materials in files and forwards material; receives telephone calls and takes messages; greets, review access authorizations as appropriate and refers visitors; prepares routine and non-technical draft correspondence in supervisor's name; schedules and confirms with supervisor tentative appointments with given prior clearance; may arrange conferences and meetings; assembles, collates and photocopies meeting materials as directed; may attend meetings and record the proceedings; arranges business travel for staff members from completed travel request form; maintains departmental records such as timecards, office supplies and correspondence log, reviews accuracy of accounting records and invoices; prepares activity reports; perform basic arithmetical computations to verify accuracy of timecards, simple spreadsheet, and purchase requisitions; orders supplies for supervisor and staff members as needed.

#### **Administrative Specialist**

Education: B.A. or B.S. degree.

General Experience: At least 4 years of experience in administrative functional specialty.

Specialized Experience: At least 4 years of experience performing tasks such as typing, administration, word processing, or reception. Requires technical computer skills and ability to use word processing, spreadsheet, and presentation development software.

Duties: Depending on administrative functional specialty, provides support to program management staff. Supervises other administrative staff.

#### **Program/Project Manager – Information Technology Services**

Education: M.S. and/or M.A. degree in information technology field.

General Experience: At least 7 years of experience in managing implementation of information engineering projects and experience in systems analysis, design, and programming.

Specialized Experience: At least 7 years of experience in information system development, functional and data requirement analysis, system analysis and design,

## Position Descriptions and Qualifications

programming, program design, and documentation preparation for complex systems. Has led information engineering projects associated with complex systems and supervised technical staff involved in such projects.

Duties: Applies an enterprise-wide set of disciplines and processes for planning, analyzing, designing, constructing, and implementing information engineering for complex systems. Develops analytical and computational techniques and methodology for problem solutions. Performs process and data modeling in support of the systems planning and analysis efforts, using manual and automated tools. Employs reverse engineering and reengineering disciplines to develop migration strategic and planning documents. Supervises information engineers assigned to support a system development.

**Information Specialist**

Education: M.S. and/or M.A. degree in information technology field.

General Experience: At least 5 years of experience in managing implementation of information engineering projects and experience in systems analysis, design, and programming.

Specialized Experience: At least 5 years of experience in information system development, functional and data requirement analysis, system analysis and design, programming, program design, and documentation preparation for complex systems. Has led information engineering projects associated with complex systems and supervised technical staff involved in such projects.

Duties: Applies an enterprise-wide set of disciplines and processes for planning, analyzing, designing, constructing, and implementing information engineering for complex systems. Develops analytical and computational techniques and methodology for problem solutions. Performs process and data modeling in support of the systems planning and analysis efforts, using manual and automated tools. Employs reverse engineering and reengineering disciplines to develop migration strategic and planning documents. Supervises information engineers assigned to support a system development.

**Senior Website Designer/Developer**

Education: M.S. and/or M.A. degree in information technology field.

Specialized Experience: At least 8 years of experience in information system development, functional and data requirement analysis, system analysis and design, programming, program design, and documentation preparation for complex systems.

## Position Descriptions and Qualifications

Has led information engineering projects associated with complex systems and supervised technical staff involved in such projects.

Duties: Analyzes application requirements and provides recommended design. Create detailed project outlines and application design specifications. Quality reviews of code developed by other development staff. Develops test plans. Designs for more complex integration with other applications/technologies. Responsible for leading a team of developers and managing to project timelines/deliverables. Assist senior developers with project outlines and specifications. Proficient in the use of HTML, JAVA, Active X, ASP and various software-aided design applications. Use sophisticated "industry standard" web development tools, such as Microsoft eXCHANGE portals. Demonstrated experience and ability in integrating existing web applications with backend databases (internal and external). Experience with multi-tiered architectures. Experience with Java, J2EE, EJB, ASP, C/C++, Cold Fusion, ActiveX, Visual Basic, AJAX and HTML/DHTML and an understanding of COM/DCOM, CORBA and linking to back-end databases. Must be able to maintain records (spreadsheets) of various business activities, including webcasting. Webcasting duties will take place on a regular basis. Provide information technology support services for Alfresco Open Source Document Management System that is used to create, track, manage, and store ARPA-E electronic files. Provide information technology support services for Microsoft eXCHANGE Internet portal that is used to accept, track, and evaluate applications to ARPA-E funding opportunities.

**Website Designer/Developer**

Education: M.S. and/or M.A. degree in information technology field.

Specialized Experience: At least 6 years of experience in information system development, functional and data requirement analysis, system analysis and design, programming, program design, and documentation preparation for complex systems.

Duties: Analyzes application requirements and provides recommended design. Create detailed project outlines and application design specifications. Quality reviews of code developed by other development staff. Develops test plans. Designs for more complex integration with other applications/technologies. Responsible for leading a team of developers and managing to project timelines/deliverables. Assist senior developers with project outlines and specifications. Proficient in the use of HTML, JAVA, Active X, ASP and various software-aided design applications. Use sophisticated "industry standard" web development tools, such as Microsoft eXCHANGE portals. Demonstrated experience and ability in integrating existing web applications with backend databases (internal and external). Experience with multi-tiered architectures. Experience with Java, J2EE, EJB, ASP, C/C++, Cold Fusion, ActiveX, Visual Basic, AJAX and HTML/DHTML and an understanding of COM/DCOM, CORBA and linking to back-end databases. Must be able to maintain records (spreadsheets) of various business activities, including

webcasting. Webcasting duties will take place on a regular basis. Provide information technology support services for Alfresco Open Source Document Management System that is used to create, track, manage, and store ARPA-E electronic files. Provide information technology support services for Microsoft eXCHANGE Internet portal that is used to accept, track, and evaluate applications to ARPA-E funding opportunities.

### **NEPA Consultant**

Education: J.D.

**Specialized Experience:** This position requires at least 8 years of experience in the National Environmental Policy Act and implementing regulations, in particular DOE NEPA regulations

**Duties:** Provides task unique functional expertise necessary to interpret requirements, ensure responsiveness and achieve successful performance. Assists legal and NEPA staff with the analysis, evaluation and implementation of systems and other tasks. Must provide all technical assistance to support the ARPA-E NEPA program, including research, analysis, development, coordination and managing NEPA actions to support research, development, and demonstration of advanced energy technologies.

Responsibilities include completing or reviewing Records of Environmental Consideration, categorical exclusions, Environmental Assessments (EAs), public reviews, public interaction / receiving public comments / attending public meetings, tracking and creating presentations for the status of work products, and briefing senior leaders on the status of projects and potential delays.

### **Public Relations Specialist**

Education: B.A. or B.S.

**Specialized Experience:** This position requires at least 6 years of experience in public affairs, marketing, and media outreach.

**Duties:** Provides task unique functional expertise necessary to interpret requirements, ensure responsiveness and achieve successful performance. Assists public relations and media staff with the analysis, evaluation and implementation of systems and other



tasks. Assists in the planning, direction, and execution of national campaigns that convey complex information on specific Department activities, achievements, and other programs. Assists ARPA-E public relations and media staff with establishment and maintenance of effective working relationships with members of the news media. Researches and drafts responses to information requests from the media in written and oral form. Identifies communications approaches for communicating to the public, and recommends the most effective tactics for conveying information through the media to accomplish the objective; and prepares information in the appropriate format (s) for the media selected. Assists in developing and implementing methods to evaluate the effectiveness of the ARPA-E public affairs programs. Drafts press releases to ensure appropriate media coverage of planned events and activities. Drafts weblogs (blogs), articles, another material for news media outlets, national trade publications, and specialized energy publications. Drafts and researches, material about ARPA-E and energy issues to representatives of new, Internet-based media, including Twitter, Facebook, blogs, and other social-networking venues. Drafts talking points or other background material for speaking events.

#### **Paralegal Specialist**

Education: B.A. or B.S. and Paralegal Certification

Specialized Experience: This position requires at least 6 years of experience in paralegal and legal support services work.

Duties: Provides task unique functional expertise necessary to interpret requirements, ensure responsiveness and achieve successful performance. Assists legal staff with the analysis, evaluation and implementation of systems and other tasks. Must have knowledge of legal research and ability to interpret administrative law decisions. Experience should include: examining and processing a variety of legal documents; conducting detailed research, analysis and evaluation of data ; drafting litigation recommendations, legal documents and correspondence; locating and reviewing case files; using a variety of electronic and manual filing systems to acquire required information; analyzing and determining appropriate action required; and documenting findings and preparing recommendations. Must have experience planning and working under multiple projects with short deadlines.

#### **Publications Editor**

Education: M.S. and/or M.A. degree.

Specialized Experience: This position requires at least 4 years of experience in writing and editing reports, proposals and publications.

Duties: Coordinates, prepares, proofreads and edits publications including proposals, reports, letters, articles, newsletters, brochures and marketing materials; analyzes materials for proper format, sentence structure, grammar, logic, continuity, ease of reading, and writing style; works with professional, management and sponsoring personnel to determine communications needs, requirements and suggested changes; monitors status of documents from rough draft to final copy; maintains and updates resource library; supervises graphics and publications support staff; may initiate, plan and coordinate company public relations and social activities; may order office supplies and maintain computer equipment and peripheral devices.

### **Graphic Illustrator**

Education: M.S. and/or M.A. degree.

Specialized Experience: This position requires at least 4 years in technical illustration work.

Functional Responsibilities: Operates computer graphics software programs to prepare and modify the basic format and type settings for graphs, charts, drawings, documents, block diagrams and schematics; proofs work for visual appearance, completeness and accuracy; performs art paste-up work; duplicates finished masters and files finished documents; may draft rough sketches and perform free-hand illustration work.

DATE: May 25<sup>th</sup>, 2012

REPLY TO

ATTN OF: MA -642 (John T. Harris)

SUBJECT: Designation of Contracting Officer Representative (COR);  
Contract Number: DE-AR0000154 Contractor: Booz Allen Hamilton,

TO: Antony Digiovanni, AR-1

Pursuant to DOE Order 541.1B, you are hereby designated to act as the Contracting Officer Representative (COR) for technical monitoring in relation to the supplies and/or services to be provided under the subject contract. This formal COR designation is personal to you and may not be redelegated to others. As the COR, you may delegate, in writing, specific monitoring and inspecting responsibilities within your delegated authority, ensuring each inspector and monitor has appropriate training and knowledge for their assignments. However, the ultimate responsibility for performance of the inspectors, the monitors, and your delegated duties remains yours alone.

In addition, in accordance with DOE Order 361.1B and the Acquisition Career Management Program Handbook you are required to obtain 40 hours of continuous learning activities within your career field every two (2) years and to maintain a record of these activities. More information regarding this requirement is available from Ms. Beatrice Dukes, MA-612 on (202) 287-1879.

The COR shall prepare a Memorandum for the Record (MFR) of all meetings, trips, and telephone conversations relating to the contract. Each record and all correspondence relating to the contract shall cite the contract number. The COR shall ensure all delegated monitors and inspectors prepare MFRS. All of the MFRS, delegation memorandums, task assignments, technical direction letters, vouchers and other correspondence shall be maintained in the Official COR Administration Files. A copy of all delegations, MFRS, records, contract documents and other correspondence shall be furnished to the Contracting Officer, upon request. The utmost care must be given to restrictions regarding, proprietary data, source selection information, as well as classified and business sensitive information.

The COR shall comply with the requirements for procurement integrity as set forth in Federal Acquisition Regulations (FAR) 3.104 and promptly report to the cognizant contracting officer any information concerning a violation or possible violation of procurement integrity requirements.

Your responsibilities as COR grow out of the provisions of the subject contract, DOE Order 541.1B, the Office of Federal Procurement Policy, Policy Letter 92-1, and Departmental financial and policy guidance related to cost and accrual reporting. Your duties will consist of the following:

- (a)  Prepare Sub Task Orders in accordance with the contract clauses entitled "Ordering Procedure" and "Technical Direction" ensuring that the work to be performed under all issued task assignments/orders: 1) is within the Scope and Statement Of Work of the contract; 2) does not include any inherently government functions; 3) does not constitute a change as defined in the contract clause entitled "Changes;" 4) does not in any manner cause

an increase or decrease in the total price or the time required for contract performance; 5) does not change any of the expressed terms, conditions or specifications of the contract; or 6) interfere with the Contractor's right to perform the terms and conditions of the contract.

- (b) Monitor technical compliance. Ensure that the Contractor complies with all technical requirements of the work defined in the scope of work, either included in or attached to the contract, including reports, documentation, data, work products, milestone schedules and deliverables. In this connection, you will:
- (1) Inform the Contracting Officer in writing of any performance failure by the Contractor;
  - (2) Inform the Contracting Officer if you foresee that the contract will not be completed according to schedule. Your written notice should include your recommendations for remedial action;
  - (3) Insure that the Government meets its contract obligations to the Contractor. This includes, but is not limited to, Government-furnished equipment and services called for in the Contract, and timely Government comment on or approval of draft contract deliverables as may be required by the Contract.
  - (4) Inform the Contracting Officer in writing of any needed changes in the narrative scope of work described in the Contract. A Procurement Request should be initiated to effect any changes in the scope of work. No such change shall be effective until a modification is exercised.
  - (5) If applicable, issue written technical direction in accordance with the Technical Direction clause in the contract. However, you may not issue technical direction which:
    - (i) Constitutes an assignment of additional work outside the Statement of Work;
    - (ii) Constitutes a change as defined in the contract clause entitled "Changes";
    - (iii) In any manner causes an increase or decrease in the total estimated contract cost, the fixed fee (if any), or the time required for contract performance;
    - (iv) Changes the expressed terms, conditions or specifications of the contract; or interferes with the Contractor's right to perform the terms and conditions of the contract.
  - (6) Review contract deliverables for unauthorized work and any evidence of organizational conflicts of interest problems.
  - (7) Ensure that, in accordance with Office of Management and Budget, Office of Federal Procurement Policy, Policy Letter 92-1, entitled "Inherently Government Functions," Contractor performance does not usurp those functions so intimately connected with

Government operations that they must be performed by Government employees in order to retain essential control and responsibility. These functions involve exercising discretionary authority and making final value judgements that affect the day-to-day and long-term development, execution, and evaluation of Government programs.

- (c) Monitor the technical, administrative and funds aspects.
- (1) Notify the Contracting Officer immediately of any indication that the cost to the Government for completing performance under the contract will exceed the amount stated in the contract.
  - (2) Report any indication that costs are being incurred which are not appropriately chargeable to this contract.
  - (3) Monitor travel performance under the contract to assure the necessity therefore and the duration thereof.
  - (4)  Review and approve vouchers and invoices for payment electronically through the Oak Ridge Financial Services Center's (ORFSC) Vendor Inquiry Payment Electronic Reporting System (VIPERS) as follows:
    - (i) Review and approve vouchers for reasonableness and applicability of cost and appropriateness of the fee and costs claimed.
    - (ii) If you question the Contractor's claimed costs, progress, delivery, and/or fee claimed in (i) above, make a note in the "Approver" comments section of the VIPERS approval system indicating what documentation is necessary to clarify the questioned costs. If all the costs are questioned you are to state in "Approver" comments section an explanation of why you question the costs. The "Rejection Codes" section should also be completed. If you have questioned any cost, clearly annotate which costs are questioned. A copy of all your comments must also be maintained in the COR's files.
    - (iii) Report accrued cost (un-invoiced cost) through the VIAS Cost Accrual menu option in accordance with the Office of Financial Policy's Supplemental Guidance on Cost and Accruals (March 2006) and in accordance with the instructions and demo available on the VIAS web-site. You also need to comply with any related instructions that may periodically emanate (usually via e-mail) from the VIAS System operators.
- (d) Property Management. You are requested to:
- (1) Review and comment on the Contractor's requests for Government-furnished facilities, supplies, materials and equipment and forward the requests to the Contracting Officer for disposition.

- (2) Review and comment on the Contractor's requests for consent of purchase of supplies, materials, and equipment, and forward the requests to the Contracting Officer for disposition.
- (e) Resolve Technical Differences. Assist the Contractor in interpreting technical requirements of the subject contract's scope of work. All technical questions arising out of the contract which cannot be resolved without increasing costs, alterations or changes to the contract scope, or the occurrence of unresolvable differences should be reported in writing to the Contracting Officer. Such report should contain the facts and recommendations pertinent to the questions at issue.
- (f) Conduct or assure the Government inspection and acceptance are accomplished for (check one block):  
  
 all items, or  
 the following items:
  - (g) Complete Contractor Performance Reports. Using the Department of Defense, Naval Sea Systems Command, Contractor Performance Assessment Reporting System (CPARS), electronically complete and forward to the Contracting Officer/ Contract Specialist, the COR evaluation segment of the performance report required by the Department. Coordinate any revisions to the COR segment of the Contractor Performance Report that are deemed necessary by the Contracting Officer.
  - (h) Assist in the Closeout of the Contract. Upon completion of the work:
    - (1) Promptly advise the Contracting Officer of the actions yet to be taken on the expiring instrument.
    - (2) Forward to the Contracting Officer the Closeout Form entitled "Exhibit 4 - Final Acceptance" attesting to the Contractor's completion of the technical performance under the contract and delivery of all goods and services and to your acceptance of all goods and services for which inspection and acceptance are herein delegated.
    - (3) Forward to the Contracting Officer all records and documents pertinent to the administration of the contract which were retained by you in your capacity as COR during the period of contract performance.
    - (4) Forward to the Contracting Officer a statement that any DOE photo identification badges issued to contractor personnel were returned to the DOE Program/Project Office.
    - (5) If the contract contains classified requirements, forward the following documents to the Office of Security Affairs:
      - (i) Complete identity and classification of all classified material provided to the Contractor for performance of the contract.

- (ii) Complete identity of all classified material generated by the Contractor under this contract.
  - (iii) Identity of material indicated in (i) and (ii) above which you authorized the Contractor to retain.
  - (iv) Certification that all classified material not authorized for retention has been returned or destroyed by the Contractor as required.
- (6) Promptly provide funds at the conclusion of financial audits of the contractor's direct and indirect rates on cost reimbursable contracts or other instruments if it is determined that there was a cost overrun and that additional funds are required.

In connection with the performance of all of the above, you are NOT authorized to negotiate terms or make any agreement or commitments with the Contractor which modify the terms and conditions of the contract (i.e., contract amount, contract period of performance, contract scope of work). Only the Contracting Officer is authorized to accept nonconforming work, waive any requirement of the contract, or modify any term or condition of the contract.

The attached procedures entitled:

- [N/A] Program Invoice Approval Procedures
- [N/A] Task Assignments/Orders under Support Service Contracts
- [N/A] Other (specify)

are included as part of this delegation memorandum. Your acknowledgement is requested below.

John T. Harris  
Contracting Officer  
U.S. Department of Energy  
1000 Independence Avenue, S.W.  
Office of Headquarters Procurement Services  
Washington, D.C. 20585-1615

Sign and return two originals to Contracting Officer at the above address and keep one copy for your files.

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Antony Digiovanni  
Authorized Contracting Officer Representative

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Date

**NON-DISCLOSURE AGREEMENT**  
**Contract No. DE-AR0000154**

I, [individual's name], during the course of my performance under this Contract, may be given access to Government and/or commercial proprietary data, trade secrets, procurement sensitive information and/or other commercially protected/proprietary information. I agree not to divulge, publish, or reveal by word, conduct, or any other means, such information or knowledge that I gained performing work under this Contract unless so directed, in writing, by the Contracting Officer.

I hereby acknowledge that a copy of this Agreement will be furnished to the Contracting Officer and Contracting Officer's Representative and that this Agreement is made and intended to protect the above stated information from disclosure and use for any purpose other than in performance of this Contract.

I agree to use the above stated information only in the performance of work requirements necessary to carry out my duties under this Contract, and I agree to take suitable precautions to safeguard and prevent the disclosure of such information to any party, other than those individuals performing work under this Contract. I will promptly report to the Contracting Officer and the Contracting Officer's Representative any violation/potential violation of this Agreement. I further agree to surrender any and all data and information, of any type whatsoever, to the [prime contractor's company name] Lead Program Manager upon the termination of my relationship with this Contract. I further understand that it is my continuing obligation even upon my departure from this Contract and/or termination of my employment with [individual's company name] to safeguard and prevent the disclosure of proprietary and/or procurement sensitive information to any party.

I agree that each provision of this Agreement is severable. If any provision of this Agreement becomes unenforceable, all other provisions shall still remain in full force and effect.

I understand that the terms of this Agreement shall apply for the duration of this Contract and for two years after completion and acceptance of all work performed thereunder.

I certify that I have read and fully understand this Agreement. I understand that my violation of any of the requirements of this Agreement may result in cancellation of my access to the information covered by this Agreement, disciplinary action, termination of my performance under this contract, civil, and/or criminal action(s).

I acknowledge my responsibilities under this Agreement and will fully comply with the above.

(Signature)  
\_\_\_\_\_  
[Individual's Name]      Date

(Signature)  
\_\_\_\_\_  
[Prime Contractor's  
Program Manager's Name]      Date



## 2.7 Quality Assurance Plan





PIIS Reference	Performance Objective	Performance Standard	Applicable Standard Code	Minimum Value	Quality of Response
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AMS Reference	Performance Objective	Performance Standard	Responsible Agency	Reporting Method	Reporting Frequency
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## MASTER SUBCONTRACTING PLAN

FOR UTILIZATION OF  
SMALL BUSINESS CONCERNS,  
SMALL DISADVANTAGED BUSINESS CONCERNS,  
HISTORICALLY BLACK COLLEGES AND UNIVERSITIES/MINORITY INSTITUTIONS,  
WOMEN-OWNED SMALL BUSINESS CONCERNS,  
HUBZONE SMALL BUSINESS CONCERNS,  
VETERAN-OWNED SMALL BUSINESS CONCERNS,  
SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS CONCERNS, ALASKA  
NATIVE CORPORATIONS AND INDIAN TRIBES THAT HAVE NOT BEEN CERTIFIED BY  
THE SMALL BUSINESS ADMINISTRATION AS SMALL DISADVANTAGED BUSINESSES,  
AND ALASKA NATIVE CORPORATIONS AND INDIAN TRIBES THAT ARE NOT SMALL  
BUSINESSES

Valid for the Period of March 1, 2011 through February 28, 2014

SUBMITTED BY:

BOOZ ALLEN HAMILTON INC.  
8283 GREENSBORO DRIVE  
MCLEAN, VA 22102-3838

February 2011

This Master Subcontracting Plan is established to be consistent with the intent and requirements of Public Laws 95-507, 99-661, 100-180, 100-656, 103-135, 103-355 and 106-50, implementing the provisions as they apply to small business concerns, small disadvantaged business concerns, historically black colleges and universities/minority institutions, women-owned small business concerns, HUBZone small business concerns, and veteran-owned small business concerns, and service-disabled veteran-owned small business concerns, and is to be used by Booz Allen Hamilton Inc., in performing contracts negotiated with agencies of the United States Government.

Approval Signatures:

## BOOZ ALLEN HAMILTON MASTER SUBCONTRACTING PLAN

### I. INTRODUCTION

#### A. Corporate Overview

#### B. Commitment to Small Business Utilization

### II. MASTER SUBCONTRACTING PLAN

#### A. Individual Subcontracting Plan (Attachment A)

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**B. Method to Identify Potential Sources for Solicitation Purposes**

C. Indirect costs

D. Subcontracting Program Administrator and Responsibilities



**E. Efforts to Ensure Subcontracting Opportunities for Small Businesses**

**F. Assurance of "Utilization of Small Business Concerns" Clause**

**G. Additional Assurances**

#### H. Description of Records of Procedures

### III. MASTER SUBCONTRACTING PLAN IMPLEMENTATION

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IV. OVERALL SMALL BUSINESS ACTIVITY FOR 5 YEARS

V. TIMELY PAYMENT OF INVOICES

**ATTACHMENT A**  
**GOALS FOR INDIVIDUAL SUBCONTRACTING PLAN**  
Solicitation No.: DE-SOL-0003228  
Agency: Department of Energy  
Title: ARPA-e SETA  
Booz Allen Proposal No.: 09YP-0000-00

A.

**GOALS FOR INDIVIDUAL SUBCONTRACTING PLAN:**


**TOTAL PROGRAM (Five Years)**

<b>ESTIMATED DIRECT COMMITMENTS</b>	<b>AMOUNT</b>	<b>Percent of Subcontract Dollars</b>
Total Contract Value		
Total to be Subcontracted		100%

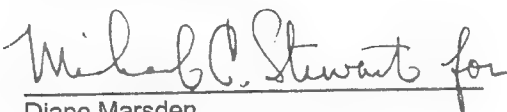
Total to Large Business Concerns
Total to Small Business Concerns: (to include SB, SDB, WOSB, HBCU/MI, HUBZone, VOSB, SDVOSB, AbilityOne, ANCs & Indian Tribes)
Total to Small Disadvantaged Business Concerns [includes 8(a), ANCs & Indian Tribes]
Total to Women-Owned Small Business Concerns
Total to HUBZone Small Business Concerns
Total to Veteran-Owned Small Business Concerns
Total to Service-Disabled Veteran-Owned Small Business Concerns
Total to Alaska Native Corporations (ANCs) and Indian Tribes that have not been certified by the SBA as Small Disadvantaged Businesses
Total to Alaska Native Corporations (ANCs) and Indian Tribes that are not Small Businesses yet allowed to count towards Small Business credit

- B. The principal types of supplies and/or services to be completed under this RFP are Scientific, Engineering, Technical, Professional, Financial, and Administrative Support Services. The principal types of supplies and services proposed to be subcontracted and those proposed for subcontracting to small business concerns are shown in the table below.

Company Name	Business Size/Type	Principal Types of Supplies and Services Proposed To Be Subcontracted
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Approved By:   
Joseph A. Steele  
Contracts Manager

Date: February 3, 2012

Approved By:  for  
Diane Marsden  
Small Business Liaison Officer

Date: February 3, 2012

**ATTACHMENT B**

**Booz Allen Hamilton Small Business Outreach Activities**









ATTACHMENT C



**DEFENSE CONTRACT MANAGEMENT AGENCY  
DEFENSE CONTRACT MANAGEMENT AGENCY VIRGINIA  
10500 BATTLEVIEW PARKWAY, SUITE 200  
MANASSAS, VIRGINIA 20109**



IN REPLY  
REFER TO: DCMAN-EVAG

March 1, 2011

Booz Allen Hamilton  
8283 Greensboro Drive  
McLean, VA 22102-3838

The Booz Allen Hamilton Small Business Master Subcontracting Plan dated March 1, 2011, is approved, contingent upon satisfactory submission of the individual Subcontracting Goal Plan (Attachment A) for each proposed Government contract. This approval is effective for a three-year period beginning March 1, 2011 through February 28, 2014.

Accordingly, for each proposal submitted to the Government, subject to PL95-507 requirements, a completed goal must be submitted in sufficient detail to permit the U. S. Government to evaluate what is being purchased /subcontracted by Booz Allen Hamilton, Inc. Also, the goal calculation statement must specifically explain how the small business percentage goals were developed.

A copy of this approval letter must accompany each proposal and completed goal form.

Please direct questions to the undersigned at (703) 530 3290 or [Terri.Gray@dcma.mil](mailto:Terri.Gray@dcma.mil)

A handwritten signature in cursive script that reads "Terri L Gray".

**TERRI L GRAY**  
Administrative Contracting Officer